

## DECLINE CREDIT FORM

*Please type or print clearly in ink*

Decline credit requests must be approved by your advisor before courses are retaken at the College of Charleston or taken at another institution. Students who wish to decline credit to take a course at another institution as a transient or cross-registered student must also submit the appropriate Coursework Elsewhere form.

Student Information	
Name	CWID
College-Issued Email	Phone Number

Please read the following statements and complete the sections below accordingly.

I wish to decline credit from the following:
<input type="checkbox"/> Transfer/Military Credit
<input type="checkbox"/> Exam Credit

Course/Exam Information	
Title of Course/Exam (example: BIO 101, AP Biology)	Exam Score (if applicable) (example: 3)
<b>College of Charleston transfer credit to be declined</b>	
CofC Course (example: BIOL 111 and BIOL 111L)	
Currently enrolled in course at CofC (Yes or No) _____	
Currently enrolled in course at CofC (Yes or No) _____	

Reason to decline credit\*: \_\_\_\_\_

\* Declining previously earned credit may impact student loan eligibility as loans are based on grade-level. If declining credit impacts grade-level, loans may be reduced. Please email the Office of Financial Aid and Veterans Affairs with any questions/concerns at [financialaid@cofc.edu](mailto:financialaid@cofc.edu).

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### THIS SECTION MUST BE COMPLETED BY YOUR ADVISOR PRIOR TO FORM SUBMISSION:

☐ Approved ☐ Declined

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Updated February 2024